

शैक्षणिक वर्ष २०१५-१६ करिता अखिल भारतीय तंत्र शिक्षण परिषदेच्या अखत्यारित असलेल्या एच.एस.सी. नंतरच्या प्रथम वर्ष पदविका सरफेस कोटींग टेक्नॉलॉजी, एच.एम.सी.टी. व औषधनिर्माणशास्त्र अभ्यासक्रमाचे प्रवेश केंद्रिभूत प्रवेश पध्दतीने करण्यासाठी प्रवेश नियमावलीस शासनाची मंजूरी मिळणेबाबत.

महाराष्ट्र शासन

उच्च व तंत्र शिक्षण विभाग

शासन निर्णय क्रमांक: मान्यता-२०१५/(३२/१५)/तांशि-५

मादाम कामा रोड, हुतात्मा राजगुरु चौक,

मंत्रालय विस्तार भवन, मुंबई ४०० ०३२.

तारीख: ४ जून, २०१५

वाचा

संचालक, तंत्र शिक्षण यांचे पत्र क्र. १०/एनजीपी/केंद्रीभूत प्रवेश प्रक्रिया/ पदविका/२०१५/३९७, दि. ५.५.२०१५

प्रस्तावना

शैक्षणिक वर्ष २०१५-१६ करिता अखिल भारतीय तंत्र शिक्षण परिषदेच्या अखत्यारित असलेल्या एच.एस.सी. नंतरच्या प्रथम वर्ष पदविका सरफेस कोटींग टेक्नॉलॉजी, एच.एम.सी.टी. व औषधनिर्माणशास्त्र अभ्यासक्रमाचे प्रवेश केंद्रिभूत प्रवेश पध्दतीने करण्यासाठी प्रवेश नियमावलीस शासनाची मंजूरी मिळणेबाबत संचालक, तंत्र शिक्षण, महाराष्ट्र राज्य, मुंबई यांनी सादर केलेल्या प्रस्तावास शासनाची मंजूरी देण्याची बाब विचाराधीन होती.

शासन निर्णय

शैक्षणिक वर्ष २०१५-१६ करिता राज्यातील अखिल भारतीय तंत्र शिक्षण परिषदेच्या अखत्यारित असलेल्या एच.एस.सी. नंतरच्या प्रथम वर्ष पदविका सरफेस कोटींग टेक्नॉलॉजी, एच.एम.सी.टी. व औषधनिर्माणशास्त्र अभ्यासक्रमाचे प्रवेश केंद्रिभूत प्रवेश पध्दतीने करण्यासाठी सोबतच्या प्रवेश नियमावलीस शासनाची मंजूरी देण्यात येत आहेत.

२) या प्रवेश नियमावलीस संचालकांनी आवश्यक ती प्रसिध्दी द्यावी.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०१५०६०४१६०६४७१९०८ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

(संजय औ. धारुरकर)

अवर सचिव, महाराष्ट्र शासन

प्रत,

१) संचालक, तंत्र शिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई.

२) निवड नस्ती.

**Rules for Admission to First Year of
Post HSC Diploma Courses in
Surface Coating Technology/HMCT and Pharmacy In
Government, Government Aided and Un-Aided Polytechnics in Maharashtra State
For the academic year 2015-16**

1.0 General :

These Rules shall apply for admission to the First year/Semester of Post HSC Diploma Courses in

- a) All the Government Polytechnics in Maharashtra State
- b) All Autonomous Polytechnics in Maharashtra State.
- c) All Government Aided Polytechnics in Maharashtra State
- d) All Un-Aided Polytechnics in Maharashtra State
- e) All University Managed Diploma Institutes / Departments.

These Rules shall apply for admission to the First year of Post HSC Diploma Courses in all the Polytechnics / Institutions in the following Diploma Courses

- 1) Surface Coating Technology (SCT)
- 2) Hotel Management and Catering Technology (HMCT)
- 3) Pharmacy (PH)

1.1 Abbreviations used in the brochure:

AICTE	All India Council of Technical Education
CAP	Centralised Admission Process
DTE	Director of Technical Education, Maharashtra State
EWS	Economically Weaker Section
GoI	Government of India
GoM	Government of Maharashtra
Government.	Government of Maharashtra
HSC	Higher Secondary Certificate
IoT	Institute of Technology
MSBTE	Maharashtra State Board of Technical Education, Mumbai
NRI	Non Resident Indian
OMS	Outside Maharashtra State
PCI	Pharmaceutical Council of India
PIO	Persons of Indian Origin
SSC	Secondary School Certificate

SI	Sanctioned Intake
SL	State Level

1.2 Definitions:

1. Application form Receipt Center (ARC) is an institution/center where a candidate can fill the online application form, submit and upload it.
2. 'Aggregate marks' shall mean the grand total marks obtained by the candidate, taken together for all the subjects, whether compulsory or optional.
3. Autonomous Institute means the institute for which autonomy is granted by the Government. of Maharashtra / MSBTE.
4. 'Candidate' means an applicant who desires to seek admission to First Year/Semester of Post HSC Diploma Course in Polytechnic in Maharashtra State by submitting the prescribed application form to the individual institutes/ARC for Un-aided polytechnics and Government/Government aided Polytechnic respectively.
5. 'Competent Authority' means the authority appointed by the Government to invite applications and implement the admission procedure as prescribed in the brochure. Director of Technical Education is the appointed competent authority in present case.
6. 'Course' means two/three/four year diploma course/ programme in Engineering / Technology, Hotel Management and Catering Technology & Pharmacy etc.
7. 'Diploma' means Diploma awarded by the Maharashtra State Board of Technical Education/ Diploma awarded by autonomous polytechnics in Maharashtra state.
8. 'Director' means the Director of Technical Education, Maharashtra State.
9. Foreign Nationals: Citizens of all countries other than India, who are not of Indian origin as defined under PIO.
10. Foreign Student: Foreign Student in this context shall be defined as the student who possesses a foreign passport.
11. 'Government Polytechnic' means the Polytechnic run by the Government of Maharashtra.
12. 'Government Aided Polytechnic' means Polytechnic run by private management which receives financial assistance from the Government of Maharashtra.
13. 'Inter se merit' means the order of merit.
14. NRI: Non Resident Indian as per definition given in the section 6 of the Income Tax Act 1961.
15. 'Polytechnic' means an institution imparting technical education in Engineering and allied technical subjects leading to Diploma in Engineering / Technology.
16. Persons of Indian Origin (PIO): Persons who are citizens of other countries (except Pakistan and Bangladesh) who at any time held an Indian Passport or that person or either of his / her parents or any of his / her grand parents was a citizen of India by virtue of the provisions of the Constitution of India or Sec 2 (b) of Citizenship Act, 1955 (Act No. 57 of 1955).
17. 'Representative of the Competent Authority' means an officer appointed to assist Competent Authority for smooth conduct of Admission Process as per the directives of the Competent Authority.
18. 'Sanctioned Intake' means the course-wise number of seats sanctioned by the Government with reference to the AICTE's/PCI's approval.

19. 'State Government' means the Government of Maharashtra.
20. 'Sandwich Pattern' is the provision of Industrial Training during the course in Diploma.
21. 'Un-Aided Polytechnic' means Polytechnic run by private management on self financing basis.
22. Website means www.dtemaharashtra.gov.in

1.3 Role of Competent Authority in the process of Admission to First year Semester Post HSC Diploma Courses through centralised process

1. The Competent Authority shall direct the students as per their allotment through CAP to all Government/Government Aided, Unaided Polytechnics for reporting within the specified time period. The authority will also implement the admissions in unaided courses in Aided Polytechnics participating in CAP.
2. All the decisions taken in relation to Admission to First Year / Semester of Post HSC Diploma courses, by the Competent Authority shall be final and binding on all concerned.
3. Competent Authority shall also deal with the representations received from the candidates pertaining to allotment and admissions in Government, Government Aided Polytechnics which acts as Grievance Redressal Authority.
4. Merit list of the students finally admitted in various Government., Government. Aided & Unaided polytechnics in the state whether participating or not participating in CAP shall be submitted for the approval of competent authority within the specified period.

1.4 Seats available for admission process:

Breakup of the seats available for admission through CAP for all types of institutes and seats available for Institute level admission/Seats for Minority community shall be as shown below.

Sr. No.	Type of Institute	No. of Seats in % of sanctioned intake		
		Seats with Competent Authority	Seats with other Authorities	
		For Maharashtra State candidates (State Level)	Institute Level Seats	Minority seats
1	All Government. & Government. Aided Polytechnics including Autonomous Institutes	100%	Nil	NIL
2	Government. Aided Minority Polytechnics including Autonomous Institutes	50% seats in CAP	Nil	50%
3	All Un-Aided Non-Minority Polytechnics	80 % seats of SI)	**20%	Nil

4	Un-Aided Minority Polytechnics	100% of MS Seats*	Maximum 20% [£]	Minimum 51%***
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£ - [Minority Seats % + Institute Level Seats %] should not exceed 100%.

***As per Government Resolution No. अशैस-२०१२/प्र.क्र.२१/का-५ दि. २७/०५/२०१३ and its amendments which may be published from time to time

*- MS Seats = Sanctioned Intake – (Minority Seats + Institute level seats), **- Read Rule 1.5.5

Competent authority for filling up Institute level seats shall be Principal of the concerned polytechnic/institute.

Note:-

1. For Admission in Government/ Government Aided and Unaided polytechnics (In case of those institutes participating in CAP), candidates will have to apply through online application hosted on the website <http://www.dtemaharashtra.gov.in/posthscdiploma2015> only. No other mode of application submission will be accepted
2. With the reference of judgement of Hon'ble Supreme Court of India, New Delhi vide its final judgment in order C.A.NO.9048 of 2012 dated 13th December 2012 has laid down cut off dates for the grant of approval by AICTE, University and State Government. Accordingly the intake of the courses approved for the AY 2015-16 will be considered for admission. Any approval granted after the aforesaid cut off dates will not be considered for admission. The details of the judgment may be accessed at www.aicte-india.org/bulletin/circulars.

Changes in sanctioned intake capacity as approved by AICTE for the course in existing institutes communicated after the printing of the information brochure shall be displayed only on the website <http://www.dtemaharashtra.gov.in/posthscdiploma2015> and will not be separately notified in any newspaper.

1.5 Seats available Over & Above Sanctioned Intake :

1.5.1 Seats for NRI / PIO / Foreign Nationals / Foreign Students / Children of Indian Workers in the Gulf Countries:

15% of the sanctioned Intake Capacity seats may be available over and above the regular intake in the institutes for the children of Indian Workers in the Gulf Countries and NRI / PIO / Foreign Nationals / Foreign Students subjected to the approval of AICTE before the last date of admission process. The 1/3rd of the 15% of these seats shall be reserved for children of Indian Workers in the Gulf Countries and 2/3rd of the 15% of these seats shall be reserved for the PIO/ Foreign Nationals etc.

**1.5.2 Seats available for Jammu & Kashmir Migrants :
(Except Pharmacy courses Ref: 14-48/88-PCI-19689-20343 dated 13.03.2003)**

One seat per course over and above the sanctioned intake in all the Polytechnics / Institutes in the Maharashtra state is available for;

1. The children of citizens who are displaced from Jammu and Kashmir to any part of India or from unsafe border area of J & K to a relatively safer place in J & K from 1990 onwards due to terrorist activities.
2. The children of officers belonging to Indian Administrative Services, Indian Police Services, Indian Forest Service, other officers and children of staff belonging to military and paramilitary forces, transferred to Jammu and Kashmir to combat terrorist activities.

3. The children of staff of J & K police engaged in combating terrorism.

Admission against these seats is made strictly on the basis of inter se merit of J & K candidates. Under any condition the seats remaining vacant in this quota will not be offered to Candidates from any other category. Candidates seeking admission under this provision shall submit their application forms to the Principal of following institute (on or before 5.00 pm on the last date of submission of application form) for various Post HSC Diploma courses as mentioned in table below.

Sr. No	Institute	For Post HSC Diploma Courses
01	D.E.Society's Technical Institute, Servants of India Society Road, Pune- 411 004.	Surface Coating Technology
02	Maharashtra State Institute of Hotel Management & Catering Technology, Bahirat Patil Chauk, Shivaji Nagar, Pune – 411 016.	Hotel Management & Catering Technology
03	Government Institute of Hotel Management & Catering Technology, Nagpur	

1.5.3 Seats available under centrally sponsored scheme of Ministry of Human Resource Development of GoI for persons with disabilities

'5' seats are available over and above the sanctioned intake in Maharashtra state Institute of Hotel Management and catering Technology, Pune under centrally sponsored scheme of Ministry of Human Resource Development of GoI for persons with disabilities. The disability criteria and other conditions of eligibility for these candidates will be as per the guidelines of Ministry of Human Resource Development of GoI. Candidate seeking admission against these seats will get extra facilities like tuition fee waiver, monthly allowances etc. Candidate seeking admission against this seat shall apply directly to the Principal of the Institute.

1.5.4 TFWS Seats: Maximum 5% seats of sanctioned intake per course are available for admissions these seats shall be supernumerary in nature and to be filled through centralized admission process conducted by Competent Authority only. (For detail read Rule No. 3.4)

1.5.5 Seats available for OMS candidates:

The seats remaining vacant, if any, in Un-Aided Polytechnics, after offering admissions to all Maharashtra candidates in the merit list will be offered to the eligible candidates from the states other than Maharashtra State as per the following guidelines.

- 1) All OMS candidates will be considered as general category candidates and will have to fulfill the eligibility criteria as mentioned in Rule 2.0 for open category candidates
- 2) These admissions are made on the basis of Inter se merit of the OMS candidates.
- 3) The head of concerned unaided institute shall effect these admissions.

2.0 Eligibility Criteria:

2.1 Eligibility criteria for Maharashtra State Candidate and Outside Maharashtra State Candidate for admission to First year / Semester of Post HSC Diploma courses in Engineering/ Technology / HMCT/ Pharmacy:

A) Diploma Course in Surface Coating Technology:

The candidate should have passed the Higher Secondary Certificate (Std. XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with subjects English, Physics, Chemistry and Mathematics .

B) Diploma Course in Hotel Management and Catering Technology:

The candidate should have passed the Higher Secondary Certificate (Std. XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination of Science/ Arts/ Commerce / Home Science / MCVC with English as compulsory subject.

C) Diploma Course in Pharmacy:

The candidate should have passed the Higher Secondary Certificate (Std. XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with subjects English, Physics, Chemistry and Biology or Mathematics.

AND

Candidate should fulfill any one of the eligibility criteria as listed in the following table of Maharashtra State Candidates.

Sr. No.	Type of candidate	Eligibility requirement
1.	Type – A (Maharashtra State candidate)	Candidate Passing SSC (Std. X) and HSC (Std. XII) examination from a recognized institution in Maharashtra State
2.	Type – B (Maharashtra Domiciled candidates)	Candidate Passing SSC (Std. X) and/or HSC (Std. XII) examination from the recognized institution situate outside the State of Maharashtra. And Candidate/ Father or Mother or Husband of the candidate is domiciled in the State of Maharashtra.
3	Type – C (Sons and daughters of central Government. /	Candidate Passing SSC (Std. X) and / or HSC (Std. XII) examination from the recognized institution situate outside the State of Maharashtra. Note : The children of the employees of Government of India and its Undertaking shall be eligible for admission even though they might have

Sr. No.	Type of candidate	Eligibility requirement
	Government. of India Undertaking employee)	passed the S.S.C. (Std. X) and/or H.S.C. (Std. XII) or equivalent examinations from the recognized Institutions situate outside the State of Maharashtra, provided that such an employee of Government of India or its Undertaking must have been transferred/posted at a place of work located in the State of Maharashtra and also must have reported for duty i.e. joined the duty on/before the last date of submission of Application Form for Centralized Admission.
4	Type – D (Sons and daughters of Maharashtra State Government. / Maharashtra State Government. undertaking employee	Candidate Passing SSC (Std. X) and / or HSC (Std. XII) examination from recognized institution situate outside the State of Maharashtra. Note: The children of such employees of Government of Maharashtra or its Undertaking who have been transferred to a place situate outside the State of Maharashtra on deputation or who have been returned to the State of Maharashtra after the initial transfer/deputation shall be eligible for admission even though such children might have passed the S.S.C. (Std. X) and/or H.S.C. (Std. XII) or equivalent examinations from the recognized Institutions situate outside the State of Maharashtra.
5	Outside Maharashtra State candidate (OMS)	OMS candidate should be an Indian national, who is not satisfying any of the conditions Stated in Sr. No. 1,2, 3, 4 (i.e. Type A,B,C,D) and should have passed HSC(Std. XII) examination from an institute situate outside State of Maharashtra within India. Note: - OMS candidates are not eligible for admission in Government/ Government Aided Polytechnics.

Note:

- 1) Candidate has to claim only one type of candidature (A, B, C, D) while submitting the application form.
- 2) Claiming facility under type B, C, & D is optional. However it is binding on the candidate to produce all the documentary proof along with the application form to claim the facility.
- 3) If letter grades are assigned instead of marks at SSC, HSC or its equivalent examination the candidate must obtain the certificate of conversion of letter of grades into marks from the competent authority where from the candidate has passed the examination. The candidate should produce such certificate at the time of submission of application form. The Eligibility shall be decided based on the equivalent marks submitted by such candidates.
- 4) If the candidate reappears for the qualifying examination (Std. XII or its equivalent) with all subjects then the marks obtained in the latest examination will only be considered for determining the eligibility criterion.
- 5) Candidate passing HSC from other than State Boards or Central Boards shall be required to submit equivalence certificate from Maharashtra State Board of Secondary and Higher Secondary Education (MSBSHSE)

2.2 Eligibility Criterion for NRI / PIO / Foreign Nationals / Foreign Students / Children of Indian Workers in the Gulf Countries:

Candidate shall satisfy eligibility criteria as mentioned 2.1 and candidates will be considered as general candidate.

Note:

- 1) The NRI candidates are eligible to apply for admission against the Institute level seats, only in Unaided Polytechnics /Institutes who have got approval from AICTE to admit NRI candidates within the sanctioned intake. The extent to which such NRI candidates shall be admitted is limited to 5% of the sanctioned intake.
- 2) The eligibility of the candidates passing the HSC (Std. XII) equivalent examination from a school/college/Examination Board situate outside India shall be further verified by the Institute to which the candidate is admitted. Hence such candidates are advised to get their eligibility/equivalence certificates from MSBSHSE.

2.3 Eligibility Criterion for Jammu & Kashmir Migrant Candidates :

Candidate shall satisfy eligibility criteria as mentioned 2.1 and candidates will be considered as general candidate.

3.0 Reservations:

The various reservations provided for the seats available under General Admission Process under the purview of competent authority are detailed here. The Seats available over & above Sanctioned Intake of the institute as prescribed under Rule-1.5 do not have further internal reservation.

3.1 Reservation for sons / daughters of defence Service Personnel:

Five per cent (5%) of the seats available under general admission process as prescribed in Rule 1.4 in Diploma Institutes, subject to a maximum of five (5) seats, shall be reserved for children of defence service personnel and ex-defence service personnel. These seats are within the sanctioned intake capacity for the course.

The seats reserved under this category are excluding the number of seats secured by the candidates belonging to defence category standing in general merit.

- a) Children of Ex- service personnel who are domiciled in Maharashtra State (D1).
- b) Children of active service personnel who are domiciled in Maharashtra State (D2).
- c) Children of active service personnel (D3)
 - Who are transferred to Maharashtra State but are not domiciled in Maharashtra
 - Who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children education.

These 5% seats should be offered to eligible children of defence service personnel on the inter-se merit of all Defence category candidates taken together.

3.2 Reservations for Persons with Disability Candidates:

As per the provisions in Clause 39 of Equal Opportunities, Protection of Rights and Full Participation Act 1995, three percent (3%) of the seats available under general admission process as prescribed in Rule-1.4 in each Polytechnic, shall be reserved for Persons with Disability candidates. These seats are within the sanctioned intake capacity.

This reservation shall be applicable for following types of Persons with Disability candidates:

- Blind / visually impaired candidates- (P1)
- Speech & hearing impaired (deaf & dumb) candidates-(P2)
- Candidates with orthopedic disorders and learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic-(P3)

These 3% seats should be offered to eligible Persons with Disability Candidates on the inter-se merit of respective PH candidates.

Note: It should be noted that the Persons with Disability candidates admitted to Diploma course will not be given any exemptions or additional facilities in the academic activities other than those which may be provided by the MSBTE and respective Institutions.

3.3 Reservation for female candidates:

As per the provisions of Government. Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17th April, 2000, 30% seats shall be reserved for female candidates in all Government, Government.-Aided and Unaided Polytechnics in all the courses. This reservation shall be within all categories like Open, SC, ST, VJ, NT B, NT C, NT D and OBC etc.

3.4 Tuition Fee Waiver Scheme (TFWS) of AICTE

The salient features of the scheme are:-

1. Under the Scheme, 5 percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature.
2. Sons and daughters of parent having annual income of **less than Rs. 6.0 lakhs** from all sources shall only be eligible for seats under this scheme.
3. The scheme shall be mandatory for all Institutions approved by the council.
4. The Waiver is limited to the tuition fee as approved by the State Level Fee Committee for self-financing Institutions and by the Government for the Government and Government Aided Institutions. All other Fee except tuition fees will have to be paid by the beneficiary.
5. These seats are not available in second shift courses.

Tuition Fee Waiver scheme shall be implemented as follows:

1. The competent authority to effect these admissions is the State Government or its designated Authority. State Admission authority shall invite applications under this category, make a separate merit list for this category and effect admissions on the basis of the merit list so generated.
2. All such additional seats shall be treated as TFWS seats of Maharashtra state quota. These additional seats will be filled as State Level seats and will be made available to eligible candidates (Whose names are appeared in TFWS Merit List) of **Tuition Fee Waiver scheme as a separate choice.**
3. In the event of non-availability of students in this category the same shall not be given to any other category of applicants.
4. Candidates willing to opt for TFWS seats will have to specify their willingness in the option form as a separate choice code.

5. Only Maharashtra State candidates will be admitted against such additional seats.
6. These seats shall be filled only through Round-I and Round II of CAP process.
7. If the competent authority finds that there is inadequate number of beneficiaries available for the particular course at the institute at the end of CAP Round-II then such seats will not be filled and will remain vacant.
8. List of Technical Institutes having approvals for Tuition Fee Waiver scheme shall be made available before the submission of option form.
9. The Institutions should publish in their brochure and web site the number of tuition fee waivers available in each category in each course/division.
10. The Competent Authority will prepare merit list of applicants from eligible students and will effect admissions strictly on merit basis.
11. A letter in this respect shall be issued by the Competent Authority for admissions to each beneficiary.
12. Students admitted under this scheme shall **not be allowed to change Institution/course** under any circumstances.
13. The competent authority and Institutions will display the information regarding admitted candidates on their respective web sites for information to the students and other stakeholders.
14. Candidates willing to opt for these additional TFWS seats **will have to submit income certificate** stating that his/her parent's annual income is less than Rs. 6.0 lakhs from all sources from the appropriate competent authority of the Maharashtra State.

3.5 Reservation for Backward Class Candidates:

The distribution of the seats available under General Admission Process as prescribed in Rule-1.4 amongst the various backward class candidates from Maharashtra State are as per the details in the table **given** below. Backward class candidates shall claim the category to which they belong at the time of application. If a candidate fails to claim reservation for backward class on the application and subsequently claims reservation at the time of admission by producing necessary documents, such claim shall not be considered.

Sr. No.	Category of reservation	% of reservation
1.	Scheduled Castes and Scheduled caste converts to Buddhism (SC)	13.0
2.	Scheduled Tribes (S.T.)	7.0
3.	Vimukta Jati (V. J.) and De notified Tribes (D.T.)	3.0
4.	Nomadic Tribes (N.T.-B)	2.5
5.	Nomadic Tribes (N.T.-C)	3.5
6.	Nomadic Tribes (N.T.-D)	2.0
7.	Other Backward classes (O.B.C.)	19.0
Total		50.0

Note:

- 1) Reservation for backward class candidate i.e. 50% as stated above shall be available in Government, Government Aided, and Unaided Non-Minority Institutes.
- 2) The reservation for backward class candidates shall **not be available** in Unaided Minority Institutes/colleges.
- 3) Candidates belonging to **Special Backward Class (SBC)** will be offered reservation up to extent of 2% seats of the seats available for Maharashtra candidates which are coming under the purview of the Competent Authority subject to condition that any seats remain vacant in the reserved category at the end of stage-II of allotment. These seats are carved out during the allotment of stage-II and no separate seats are earmarked before the start of the allotment process. However care shall be taken that reservation quota for S.B.C. category shall not exceed 2% of the seats available under General admission process and total reservation does not exceed 50%.
- 4) Even if the candidate belonging to Backward Class category secures admission against a seat belonging to the General category by virtue of merit, such candidate has to produce all the necessary documents in support of the category claimed both at the time of admission and while filling up of the CAP admission form.
- 5) All OMS candidates are treated as General/ Open category candidates and are not eligible to claim reservation.

4.0 Documents for supporting the reservation claim for Backward Class Candidates/ Tuition fee waiver scheme:

The documents required for supporting the backward class reservation claim made by Candidates are as per the details given in the following table.

Sr. No.	Category of Reservation	Documents required for supporting the backward class reservation claim	Authority issuing the document.
1.	S.C.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
2.	S.T.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
3.	VJ/DT- N.T.(A) /S.B.C.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
		2. Non-creamy layer Certificate valid up to 31st March 2016.	Sub Divisional Officer / Deputy Collector/ Collector/Metropolitan Magistrate of the district.
4.	N.T.(B)/ N.T.(C)/	1. Caste Certificate stating that the caste is recognised under	Executive Magistrate in Maharashtra State/ Sub

	N.T.(D)/ O.B.C.	backward class category in Maharashtra State.	Divisional Officer / Deputy Collector / Collector of the district
		2. Non-creamy layer Certificate valid up to 31st March 2016.	Sub Divisional Officer / Deputy Collector / Collector / Metropolitan Magistrate of the district.
5	Economically weaker section (EWS) under Fee waiver scheme	Annual Income certificate of parents issued after 1st April of current year. The income of parents shall be up to Rs. 6.0 lakhs.	Tahsildar / Sub Divisional Officer / Deputy collector / Collector of the district.

5.0 Submission of Application form at ARC :

Eligible Candidates seeking admission to the First year/semester of Post HSC Diploma Courses in Government./Government Aided/ Unaided polytechnics(In case of those institutes participating in CAP) shall submit in person Online application form on <http://www.dtemaharashtra.gov.in/posthscdiploma2015> as per the schedule given in the Notification.

Detail process of submission of online application is given in the **Annexure 1**

Note: Candidates who ever interested in securing admission to Un-aided polytechnic/institute which are not participating in CAP, shall submit separate application form to the respective Un-aided polytechnic/institute.

6.0 Documents required for various types of candidates:

The original documents as per in **Annexure-4** are required to be produced by various types of candidates (Type A, B, C, D) at the time of Submission & Confirmation of online filled application at ARC. Candidates are required to attach the attested copies of the documents mentioned in **Annexure-4** along with printed copy of online application form.

7.0 Attestation

Candidates shall note the following points while submitting the Application forms at ARC

- 1) Candidates shall attach **attested copies** of all the required certificates as mentioned in these rules and enumerate the same in the given format. Candidates shall not attach a copy of any other certificate which is not asked under these rules such as certificates for participation in sports, cultural activities etc.
- 2) The copies of certificates or documents attached with the application form should be attested by the Principal of the College/Institute/School from which the candidate has passed qualifying examination or Gazetted Officer or Special Executive Magistrate or Police Inspector/ Government. Hospital Doctor or Head Master of a Secondary School or Faculty of Government College / Polytechnic not below the rank of Class II Gazetted officer.

8.0 Translation:

If the candidate produces any certificate, which is not in Marathi, Hindi or English language, then its translated and authenticated Marathi, Hindi or English version of the same, duly attested by a Gazetted Officer, is required to be produced.

9.0 Assignment of merit number

9.1 Merit Number:

Each eligible Maharashtra State Candidate as per Rule 2.0 who has submitted online application form on or before the last date prescribed for the submission of Application Form for Admission to Diploma in Engineering/Technology/Pharmacy/HMCT through CAP will be assigned a provisional merit number based on the following criterion.

9.1.1 Diploma Course in Surface Coating Technology

Percentage Marks obtained in the subjects Physics, Chemistry and Mathematics taken together at the Higher Secondary Certificate (Std. XII) or equivalent examination.

9.1.2 Diploma Course in Hotel Management and Catering Technology.

Percentage Marks obtained in H.S.C. (Std. XII) or equivalent examination of academic stream of Science or Arts or Commerce or MCVS or Home Science.

9.1.3 Diploma course in Pharmacy

Percentage of Marks obtained in the subjects of Physics, Chemistry and higher marks obtained in Biology or Mathematics.

Note:-

- 1) Merit list of Maharashtra State Candidates so prepared shall indicate a State level General Merit No., State level Category Merit no. (As applicable) etc.
- 2) Assignment of a Merit number does not indicate or ensure admission to any seat.

9.2 Relative Merit in case of tie:

A. In case of candidates securing equal marks/Percentage, their relative merit for admission to Diploma Courses in **Surface Coating Technology** shall be fixed on the basis of the following :

- 1) A candidate passing qualifying examination with higher Grand total marks shall be given first priority.
- 2) A candidate who secures higher marks in the subject of Mathematics at the qualifying examination shall be given second priority.
- 3) A candidate passing the S.S.C. (Std. X) or equivalent examination with higher grand total marks (Best of 5) shall be given third priority.
- 4) A candidate who secures higher marks in the subject of Mathematics at S.S.C. (Std. X) or equivalent examination shall be given fourth priority.
- 5) A candidate passing Intermediate Grade drawing examination shall be given fifth priority.

B. In case of candidates securing equal number of marks, their relative merit list for admission to Diploma Course in **Pharmacy** will be reassessed inter-se on the basis of the following:

- 1) A candidate passing qualifying examination with higher Grand total shall be given first priority.
- 2) A candidate who secures higher marks in the subject of Biology at qualifying examination shall be given second priority.
- 3) A candidate who secures higher marks in the subject of Mathematics at qualifying examination shall be given third priority.
- 4) A candidate who secures higher marks in the subject of Physics at H.S.C. Or equivalent examination shall be given fourth priority.
- 5) A candidate passing the S.S.C. examination or equivalent examination with higher grand total (Best of 5) shall be given fifth priority.

C. In case of candidates securing equal marks, their relative merit for admission to Diploma Course in **Hotel Management and Catering Technology** shall be fixed on the basis of the following:

- 1) A candidate passing the qualifying examination from Science Stream shall be given the first priority.
- 2) A candidate passing the qualifying examination from Home Science Stream shall be given the second priority.
- 3) A candidate passing the qualifying examination from MCVC Stream shall be given the third priority.
- 4) A candidate passing the qualifying examination from Commerce Stream shall be given the fourth priority.
- 5) A candidate passing the qualifying examination from Arts Stream shall be given the fifth priority.

10.0 Change of Marks due to verification:

- a) If the marks in the qualifying examination are modified due to verification and the same is duly certified by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent, the same shall be reported to the ARC in charge immediately.
- b) However the effect of the change will be taken into consideration only for the subsequent round (s) of admission.

11.0 Rules of Admission through Centralized Admission Process (CAP)

This section briefly explains the various stages and procedure adopted for the CAP. Candidates seeking admission to Post HSC Diploma in Surface Coating Technology, HMCT and Pharmacy course are required to fulfill the eligibility criterion as mentioned in Rule 2.0

Admissions of Surface Coating Technology will be done by the counseling after generation of Final Merit List. Only one round of counseling will be conducted for this admission at this institutes.

Competent Authority shall conduct total three (3) rounds of Centralized Admission for Pharmacy/HMCT. The CAP shall consist of first Two (2) rounds of Centralized Allotment wherein eligible candidates of respective rounds will fill & confirm separate / fresh Online Option forms for respective rounds. Third round of CAP shall be conducted by way of counseling.

Major Steps in the Admission in Diploma Courses through CAP are summarized below:

1. Online Fill in and Submission of Online Application Form for admission to Diploma through CAP at ARC
2. Document Verification and Confirmation of online application form at the Application form Receipt Centers (ARCs) by eligible candidates.
3. Display of Merit List of candidates who have confirmed the online Application Form for Centralized Admission process for admission to Diploma courses on website <http://www.dtemaharashtra.gov.in/posthscdiploma2015>.
4. Fill in and confirm the Online Option Form(s) for CAP Round(s) I/II for **Pharmacy and HMCT** (by candidate's eligible to participate in these CAP rounds) on the website.
5. Display of Allotment(s) of respective CAP Round(s) I/II on website.
6. Reporting to respective Institutes as per allotment of CAP Round(s) I/II.
7. Conduction of CAP Round-III for Pharmacy and HMCT by counseling and Reporting to respective Institute.

Note:

Above mentioned procedure is tentative and shall be taken as a suggestive guideline. A notification giving details such as schedule, procedure of Centralized Admission will be displayed on the website <http://www.dtemaharashtra.gov.in/posthscdiploma2015> and published in leading newspapers.

The scheme of allotment through Multiple Rounds and Rules of Reporting presented below is designed to prevent loss of academics and to make the CAP Rounds meaningful and effective rather than formal and ineffective in view of the previous experience of this Directorate as also the facts and figures available with this Directorate as to the seats remaining vacant at the end of each Round(s) and especially at the end of all the Round(s) of such Centralized Allotment Process. The rounds are so designed with the purpose that, maximum vacant seats are filled in, without creating further resultant vacancies on account of shifting of students to whom already allotment has been made in earlier rounds of CAP. This step is required to enable the colleges to start the academic activity immediately to complete the academic term in time.

Summary of "Rules of Reporting" in CAP is given in the following Table for Diploma in Pharmacy and HMCT only

CAP Round No.	No. of Options to be filled in	No. of the option allotted for which confirming Admission is Mandatory	Remarks
First	100 fresh options (Min. 1 and Max. 100)	First Option	Candidate has to confirm the admission, if he/she gets allotment of First Option. Such candidates will not be able to participate in further rounds of CAP i.e. Round-II & III irrespective of the fact that such candidate

			confirms the admission or not. Other candidates who have got allotment between options 2~100 may also confirm the admission if he/she wishes so however if such candidate confirms the admission, he/she will not be able to participate in further rounds of CAP i.e. Round- II & III.
Second	100 fresh options (Min. 1 and Max. 100)	Any one of the first Seven options	Candidate has to confirm the admission, if he/she gets allotment of any one choice from first Seven options. Such candidates will not be able to participate in further rounds of CAP i.e. Round-III irrespective of the fact that such candidate confirms the admission or not. Other candidates who have got allotment between options 8~100 may also confirm the admission if he/she wishes so however if such candidate confirms the admission, he/she will not be able to participate in further rounds of CAP i.e. Round- III.
Third Round by Counseling	---	Seat available will be offered to candidates eligible to participate in Round-III as per inter se merit.	All available seats will be treated as General Seats and will be offered only to Maharashtra State candidates who are eligible to participate in CAP Round-III (Counseling Round).

12.0 Admission Rounds:

12.1 Admissions Through CAP for Maharashtra State Candidates:

For the academic year 2015-16, the Competent Authority shall conduct total Three (3) rounds of Centralized Admission. The CAP shall consist of first Two (2) rounds of Centralized Allotment wherein eligible candidates will fill separate / fresh Online Option forms for respective rounds. The CAP round III shall be conducted by way of counseling only for the eligible candidates at Center of Admission will be declared in notification.

Note:-

Admissions of Surface Coating Technology, will be done by the counseling after generation of Final Merit List. Only one round of counseling will be conducted for these admissions at the respective institute.

Centralized Admission Process is summarized as below:

Details of eligibility for participating in each round of CAP, method of reporting after each CAP round, availability of seats for each CAP round and other details are given in Annexure 1.

Seats remaining vacant after completion of CAP will be filled at the Institute level. The guidelines for vacancy round of admission and for admission against Institute level are given in **Annexure 3**

Only one round of admission by counseling for J&K Migrant seats will be conducted.

Various steps in the process of admission to Diploma in Engineering/Technology, Pharmacy and HMCT courses are given in the **Annexure 1**. These steps includes issue of Information brochure, filling up & confirmation of Online CAP Application form, filling up & confirmation of Option form for each round of Centralized Allotment, Allotment process and Reporting Rules etc. Candidates are required to read carefully the details of CAP given in **Annexure 1** and follow instructions given therein. **Annexure 4** gives various documents needed while attending the CAP.

❖ **CAP Rounds I/II by allotment and Round III by Counseling for Maharashtra State candidates (Type A,B,C,D)**

Eligible candidates: All the eligible Maharashtra State candidates (Type A-D) who have been assigned Maharashtra State Merit number and whose name appear in the merit list for respective CAP rounds prepared by the Competent Authority shall be considered for allotment in these Rounds.

❖ **CAP Rounds I/II (Direct Allotment)**

Allotment of seats coming under CAP is carried out as per the logic explained in the rule.

For the CAP Round-I, Stage-I to Stage –III of rule shall be executed. Seats remaining vacant due to non-allotment and non-reporting will be available for allotment in CAP Round-II.

For the CAP Round-II, Stage-I to Stage-IX of rule shall be executed. Seats remaining vacant due to non-allotment and non-reporting will be available for CAP Round-III (Counselling).

❖ **CAP Round III- Admission by Counseling:**

This round of admission will be conducted only for eligible candidates whose names have appeared in Merit list (Subject to eligibility of participation as set out in the **Annexure 1**). During this round of admission by Counseling, no seat tag will be applied i.e. seats available shall be treated as GENERAL seats and shall be allotted solely on the basis of inter-se merit of eligible candidates without any reference whatsoever to the category of the candidate(s) (open /reserved) or the category to which the vacant seat belongs (such as Backward Class, Persons with Disability etc).

General Notes:

- a) Allotment for seats will be carried out as per *inter se* merit of Maharashtra State merit list respectively of CAP Round-I & II
- b) Seats will be allotted to candidates as per their *inter se* merit, as per the options filled and the number of seats available at that point of time in the stage of CAP Round-I & II.
- c) All candidates eligible for a particular stage of allotment will be considered for allotment for a seat in that stage, even if they have been allotted/not allotted a seat in the previous stage.
- d) During the allotment of any stage, the candidate may get upward shift in the allotment with reference to the options filled by the candidate according to availability of seats at that point of time.

- e) All reserved category candidates (including SBC in their original category) shall be considered for allotment (whether they are allotted any seat in earlier stage or not) in all stages.
- f) Due to upward shifts, the seats falling vacant shall be considered for allotment in further iterations of the same stage as per the provisions of that stage of allotment and as per inter se merit.
- g) Allotment against the first available option in the order of options filled is retained as final allotment.
- h) The allotment will be displayed on DTE website <http://www.dtemaharashtra.gov.in/posthscdiploma2015>. The allotment list displayed will show only the provisional allotment offered to the candidates.
- i) Allotment letters in this regard will be made available on the website and the concerned candidates are required to take a printout and submit to the allotted institute while reporting. The ARC will support to the concerned candidate for taking the printout of the allotment letter.
- j) The logic for the following stages will be implemented using computer software for the direct allotment.
- k) The candidates securing allotment will confirm the admission by reporting at the institute mentioned in allotment along with the original certificates needed for admission, by paying necessary fees on or before the last date specified for the same. No personal communication in this regard will be issued.
- l) The admission will be online confirmed at the 'Respective Institute' only after scrutiny of documents and payment of fees.

❖ **Logic for Allotment:**

The seats available for the implementation of logic will include State level seats coming under the purview of Competent Authority.

Stage –I: For all the candidates

1. All the candidates (open/reserved/male/female) of all the categories shall be considered for allotment as per their *inter se* merit.
2. Backward class category candidates shall be considered for allotment in open category seat by virtue of their merit or in their respective category of reservation if open category seats are not available at their merit.
3. SBC category candidates shall be considered for allotment in open category by virtue of their merit. SBC Category candidates having original category OBC shall be considered for allotment in their original category of reservation by virtue of their merit if open category seats are not available as per their merit.
4. Persons with Disability category candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in open category as per their inter-se merit if the seats reserved for Persons with Disability are not available at their merit.
5. Defence category candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in open category as per their inter-se merit if the seats reserved for defence category candidates are not available at their merit.

6. For the female candidates, the availability of seat shall be checked in the following order:

- I. Seats reserved for females in open category,
- II. In the general seats in open category,
- III. Seats reserved for females in respective caste category as applicable,
- IV. In the general seats in their respective caste category as applicable.

Stage – II: for respective Open/Backward Class category Candidates

1. All open and backward class category candidates will be considered for allotment in this stage.
2. If any of the open and backward class categories do not get the required number of female candidates as per percentages laid down, the seats so remaining vacant shall be filled in from amongst all the candidates (male / female) belonging to respective open and reserved categories.

Stage –III: For Special Backward Class category candidates

On completion of Stage-II, if any of the backward class categories mentioned above, does not get the required number of candidates for the percentages laid down, the seats so remaining vacant shall be considered for allotment to all the candidates (male and female taken together) of Special Backward Class (SBC) category, as per their *inter se* merit, limited to the extent of two percent seats of course wise in the institute. (CAP) which are coming under the purview of Competent Authority for the course.

Stage –IV: For respective groups of Backward Class category candidates

All the Backward class category candidates will be considered for allotment in this stage in the groups as mentioned below.

- Group 1:** i) Scheduled Castes and Scheduled Castes converted to Buddhism (SC)
ii) Scheduled Tribes including those living outside the specified areas (ST)
- Group 2:** i) Vimukta Jati/De- Notified Tribes (VJ/DT) NT(A)
ii) Nomadic Tribes 1 (NT-B)
- Group 3:** i) Nomadic Tribes 2 (NT-C)
ii) Nomadic Tribes 3 (NT-D)
iii) Other Backward Class (OBC)

On completion of Stage –III, the seats remaining vacant in the respective group of categories as mentioned above, shall be considered for allotment to the candidates of respective group as per the *inter se* merit of the candidates.

Stage-V: For all Backward Class category candidates

The seats reserved for backward class category candidates remaining vacant after completion of Stage – IV, shall be considered for allotment to the candidates of all the reserved categories together, on the basis of their *inter se* merit.

Stage –VI: For Persons with Disability category candidates

The seats remaining vacant after completion of Stage-IV, shall be considered for allotment to the candidates of the category of Persons with Disability (P-1, P-2 and P-3 taken together), on the basis of their combined *inter se* merit.

Stage –VII: For all candidates (without any type of reservation)

1. The seats remaining vacant after completion of Stage–VI, shall be considered for allotment to all the candidates (open/reserved/male/female) on the basis of their *inter se* merit
2. During this stage, no seat tag will be applied i.e. seats available shall be treated as GENERAL seats and shall be allotted solely on the basis of inter-se merit of eligible candidates without any reference whatsoever to the category of the candidate(s) (open /reserved) or the category to which the vacant seat belongs (such as Backward Class, Persons with Disability etc).

12.2 Reporting after CAP Rounds:

- a) Principals of respective institutes are required to carefully scrutinize all the required documents submitted by the candidates at the time of reporting. Any discrepancy in the claims as type, category, eligibility etc. made by the candidates and/or such claims which are not supported by relevant documents should be immediately brought to the notice of the respective Regional Office of the Directorate of Technical Education before confirming the admission of such candidates. The Principals of the Institute shall be responsible for issues/litigation arising out of such admissions.
- b) After the display of allotment of CAP Round, candidate should report to the respective Institutes where they have been allotted a seat as per the notified schedule of the admission process.
- c) Candidates shall report to the concerned institute with ALL original certificates needed to Substantiate the claims made in the application regarding eligibility and reservation as specified in **Annexure- 4**
- d) If the candidate fails to report to the allotted institute within specified schedule i.e. On or Before the last date of reporting after each allotment round, then such a candidate forfeits the claim on the allotted seat.
- e) If a candidate fails to substantiate the claims made at the time of submitting necessary original documents within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat.
- f) If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate (Proforma N) from the head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within 4 working days after the date of payment of fees.
- g) After scrutiny of original documents, the candidate will have to pay prescribed full fees immediately in the form as prescribed by the concerned institute and confirm the admission offered. In case of Government, Government aided, University Managed institutes and University Departments, candidates are required to pay the tuition fees in the form of Demand draft in favour of the Principal /Registrar/Director as the case may be.

- h) If candidate fails to pay the prescribed full fees within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat immediately.
- i) If a candidate is offered admission, his or her original School / College Leaving Certificate (after qualifying examination) will be retained by the concerned Institute. This original School / College Leaving certificate will not be returned to any candidate once admitted to a course at the institute unless the candidate cancels his/her admission. All other certificates will be verified by the Institute at the time of admission & returned to the candidate.

12.3 Additional Round: Counseling Round at Government Polytechnic including Government Aided, Autonomous Institutes: For all the Maharashtra State candidates.

If any vacancies remain after the end of CAP Round-III, Competent Authority shall conduct additional round of admission. The nature and schedule of this round will be published on DTE website.

12.4 Un-aided Institutes which are not participating in CAP shall follow the same Rules for admission process mentioned in 12.0 and guideline mentioned in Annexure 3

- a) A consolidated provisional merit list arranging all the applications with general merit number, category wise merit number, female merit number etc shall be prepared and notified. Admitting authority shall exhibit this provisional merit list indicating therein the marks on the basis of which merit list is prepared and display on the notice board in such a manner that it can be seen by all the candidates aspiring for the admission and also upload the same on institute website.
- b) Any candidate seeking admission to a course covered by these rules shall have a right to raise an objection if he / she have any reason to believe that merit is not given correctly or his / her name is omitted from the merit list.
- c) The candidate raising an objection shall lodge a complaint in writing within given time of exhibition of provisional merit list, about his / her objection, stating therein the reason which led him / her to believe that omission and / or merit indicated is improper, with sufficient evidence to support his / her objection. Mere expression of suspicion or doubt shall not be sufficient to warrant an enquiry.
- d) The admitting authorities shall make enquiries about such complaint on the basis of evidence tendered, and decide whether the objections raised are proved. If the objections are proved, merit of the candidate shall be corrected. After considering the objections and following the procedure mentioned above, a final merit list shall be exhibited. The Admission Centre shall also display a schedule of admission on its Notice Board. Candidates are advised to see the schedule and attend the respective rounds for admission.
- e) Admissions shall be given on merit as per the final merit list, starting from the top of the merit list, with due regulation of admissions.

The Principal of every Polytechnic/Institute shall forward, to Joint Director of Technical Education of the region in which the institute is located, Admission notification, schedule of admission, record of applications received, final merit list, information of category-wise /oms /male/ female/ PH/ DSP / branch wise etc, students admitted in tabular form, a list of students who are admitted to the Polytechnic/ Institute. The full details as may be prescribed by him/her be submitted within a week from the last date of admission.

13.0 Fees, concessions, cancellations and refund:

13.1 Tuition Fees & other fees :

For Government and Government, Aided Polytechnics

1. Tuition fee-

a) Regular candidate-

Rs.6,000/- per year

2. Development fee-

Rs.3000/- per year

3. Other Fees:

Sr. No.	Type of fees	for Government. & Government. Aided Polytechnics
1.	Gymkhana Fee (Identity Card, Magazines, Medical etc.)	Rs. 200/- per annum
2.	Library Fee	Rs. 100/- per annum
3.	Library & Laboratory Caution Money Deposit Refundable, to be paid only once, and not every year	Rs. 200/-
4.	Internet & E-mail Facilities Fee	Rs. 150/- per annum
5.	Annual Social Gathering & Other Cultural Activities Fee	Rs. 100/- per annum

Note:-

1. No tuition fee for **SC/ST/VJ/DT NT(A)/NT(B)/NT(C)/NT(D)/SBC/OBC** category candidates.
2. In case the Government revises the fees for the Government institutes for the year 2015-16, then the admitted candidates will be required to pay the difference in fees as per the Government order.

B) For Unaided Private Institutes-

a) For Open Category candidates:

The interim fee structure for unaided private institutes approved by the Shikshan Shulka Samiti will be made available on website. Unaided private institutes may have submitted their proposals for revision in fees to Shikshan Shulka Samiti. The revision in the fees, if any, by the Shikshan Shulka Samiti will be binding on the students will be admitted in the year 2015-16 and the students taking admission in these institutes will have to pay the fees accordingly.

b) Concession in Fees for Backward Class Category Candidates (belonging to Maharashtra State only) in Unaided Private Institutes:

For SC/ST/VJ DT NT(A)/NT(B)/NT(C)/NT(D)/SBC /OBC category candidates

The scheme/mode of concessions, scheme of loan scholarship (if any) for eligible SC/ST/VJ DT NT(A)/NT(B)/NT(C)/NT(D)/SBC /OBC category candidates, in tuition & other fees in the Un-Aided Institutions will be announced by the State Government.

However, these candidates will get only that amount of waiver as notified in the circulars issued by the Social Justice and Tribal Welfare Departments from time to time, subject to fulfillment of various norms and conditions laid down by these Departments.

Note:-

1. Candidates claiming fee concession under reservation category shall produce the requisite certificates as may be specified by the respective Social Justice and Tribal Welfare Departments.
2. Strict action will be taken by the State Government against the institutes violating these norms.

D) For NRI / PIO / Foreign Students / Children of Indian Workers in the Gulf Countries

- | | |
|-------------------------|---|
| 1. Tuition fee - | a) US \$ 2000/annum for the students of SAARC countries
excluding Bangladesh & Pakistan. |
| 2. Other Fees - | b) US \$ 3000/annum for Others
US \$ 2000 per annum |

13.1.1 Note:

1. If the concerned Social Justice/Tribal welfare authority denies the claim or backward class category candidate fails to substantiate claim for fees reimbursement with documents in respect of his/her category, then it will be the responsibility of the candidate to pay the prescribed fees to the admitted Institute.
2. Candidates claiming for fee concession under Backward Class category shall produce the Caste Certificate. Candidates claiming for fee concession under OBC, SBC, VJ/ DT(A), NT-B, NT-C and NT-D category shall also produce Non-Creamy layer certificate Valid up to 31st March 2016. The candidates not having validity of Non-creamy layer up to 31st March 2016 may submit the Non-creamy Layer certificate issued in the previous academic year having validity up to the cut off date of the current admission process, subjected to the condition that the candidate will have to submit the revised validity up to 31st March 2016 within a period of one month from the date of his / her admission in the institute, failing which the candidates admission in the institute stands cancelled on its own.
3. Hostel Fees in case of candidates opting for hostel accommodation, Insurance etc. and any other fees as applicable to respective institute shall be charged at institute level from the candidates.
4. Changes if any in the fees will be notified later and will be binding on the candidates.
5. The admission shall be confirmed only after payment of fees as indicated above.

13.2 Mode of payment of fees :

The candidate who has been offered a seat in any Polytechnic shall pay the prescribed tuition fees, development fees and other fees as indicated in 13.0 in the form of D. D. / Pay order (no cash payment) in favour of the Principal of the respective institute. The admission shall be confirmed only after the payment of fees.

All the candidates who are eligible for fee concession should produce documentary evidence issued by appropriate authority at the time of admission

13.3 Caution Money:

Caution money deposits received from the students shall be refunded after successful completion of the course or after canceling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit. However, the amount of caution money deposit shall be transferred to Students Aid Fund in case of Un-Aided colleges and credited to Government in case of Government and Non Government-Aided Colleges, if candidate does not apply for refund

- Within 3 complete financial years after the student actually leaves the institution;
- **Or**
- Within 3 complete financial years after the date of successful completion of the course, whichever is earlier

13.4 Reimbursement of Tuition fee:

Candidates claiming concession under categories of EBC concession and Concessions for sons and daughters for teaching and non-teaching staff of primary, secondary and higher secondary schools shall pay entire fee at the time of admission and subsequently candidates have to apply to the respective authorities for reimbursement of tuition fees. The quantum of reimbursement received by the institute from the concerned authorities shall be disbursed to the candidate.

13.5 Cancellation of admission and Refund of fees:

(Reference: 1) AICTE Guidelines No- AICTE/Legal/04(01)/2007, April 2007 & Circular No.698 Dated: 24th August 2007 issued by Pravesh Niyantaran Samiti, Mumbai.

2) Minutes of the meeting, Item No 5(e), Shikshan Shulka Samiti & H&T, Dated 9th January 2013]

The admitted candidate can cancel admission by submitting an **online application through candidate's login** only.

Procedure for cancellation of admission:-

- a) The candidate shall submit duly signed online system generated application for cancellation of admission to the institute immediately. (Handwritten application for cancellation of admission will not be accepted.)
- b) After receiving admission cancellation request from the candidate, the institute shall cancel the admission immediately and generate online acknowledgement of cancellation of admission through institute login without fail. (In case of online submission of the admission cancellation request but non generation of the acknowledgement of cancellation of admission by the institute, candidate's admission will not be cancelled)

The refund of fees as applicable shall be made in due course. It is made clear that such application for cancellation will be considered if and only if the admission is confirmed by paying the prescribed tuition fee and other fees in full and by submitting the original documents. Refund shall be made after deduction of the cancellation charges as shown below:

Sr.No.	SITUATION	REFUND
1.	Cancellation Request Received before cut off date & if a seat is filled in that course before the cut off date	Entire fee less Rs. 1000/-
2.	Cancellation Request received before cut off date but 'a seat' could not be filled in that course before cut off date	No Refund (except security deposit)

Note: Entire amount of Security/Caution Money Deposit is to be refunded to candidate.

13.6 Concessions in tuition fee:

13.6.1 E.B.C Concession :

Candidates claiming concessions for Economically Backward Class (E.B.C.) shall produce a certificate from Tahsildar/ Sub Divisional Officer / Deputy collector / Collector of the district to the effect that the candidate belongs to EBC category (The income is Rs. One lakh per annum) at the time of admission. He / she shall, on admission, also submit an application in the prescribed form for being granted the concession in tuition fee, to the appropriate authority through the Polytechnic they are admitted within one month from the actual date of joining of polytechnic or as may be required. The students shall note that applications received after the due date may not be considered and in that case, they will have to pay the necessary fees.

13.6.2 Concession for sons and daughters of Teaching and Non-teaching staff of Primary, secondary, higher secondary schools:

Candidates claiming concessions for sons and daughters of primary, secondary school, higher secondary schools (junior colleges) teachers or non teaching staff who are admitted in Government., Government.-Aided Polytechnics according to the Rules, shall, at the time of admission, produce A declaration in a format as prescribed by the Government.

A certificate from Head of school or college in support of the statement made in declaration duly endorsed by the Education Officer of the Area.

They shall, on admission, also submit an application in the prescribed form for being granted the concession of tuition fee, to the appropriate authorities through the college to which they are admitted within one month from the actual date of joining of college or as may be required. The students shall note that applications received after the due date may not be considered and in that case, they will have to pay the necessary fees.

The concessions in tuition fee at the time of admission will be given only for Government and Government-Aided Institutions.

In case of Un-Aided colleges, such candidates will be required to pay the fees at the time of admission. The fees paid by such candidates will be reimbursed by the respective colleges only after the concession (if any) is granted by the respective Authority.

13.6.3 Issue of School/College Leaving Certificate:

- a) If during the course of studies, a candidate desires to discontinue studies for any reason whatsoever, he or she shall be allowed to do so and it shall be presumed that he or she has cancelled admission at that stage. The Principal shall issue Institution Leaving Certificate and fees shall be refunded as provided in these rules.
- b) If the admission is cancelled on or before 31st August of the admission year, the original school or college leaving certificate on the strength of which a candidate was admitted shall be returned.
- c) If the admission is cancelled after 31st August of the admission year, the leaving certificate from the institution where the candidate was finally admitted should be issued. A true copy of the original school or college leaving certificate retained by the institute may be issued, if requested by the candidate, duly attested by the Head of the Institute.

13.7 Actions to be taken in case of excess admissions and late uploading of admitted candidates.

13.7.1 Excess admissions

- a. Excess admissions over the sanctioned intake shall not be allowed under any circumstances.
- b. In case any excess admission is reported/noted by the DTE, appropriate penal action will be initiated against the Institution.
- c. The Institution shall be liable to any one or more of the following punitive action by the DTE as per GR no NGC-2005/(821/05) HE-3, Dated 22nd January 2007 or any orders by government in this regards.
 - i. Surcharge amounting five times the total fees collected per student shall be levied against each excess admission
 - ii. Seats equal to double the number of excess admissions shall be reduced from intake in the subsequent academic year
 - iii. Suspension of approval for supernumerary seats
 - iv. No admission status in one/more courses
 - v. Withdrawal of approval for programme/course
 - vi. Withdrawal of approval of the Institution
 - vii. Institution shall be listed as defaulter and defaulter list shall be communicated to AICTE and will be published on DTE website for the information of general public

13.7.2 Late uploading of Admitted candidates on DTE web site.

- a. After the display of allotment list in each CAP Round, candidates should report to the **"Respective Institutes"** as per the notified schedule of the admission process. (Refer Annexure-I for procedure & rules of reporting of each Round of Centralized Admission)
- b. Candidates shall report to the concerned institute with all original certificates needed to substantiate the claims made in the application regarding eligibility and reservation.
- c. After scrutiny of original documents at the concerned institute by Principal /Director of the institute, the candidate will have to pay prescribed fees immediately as prescribed by the concerned institute and confirm the admission offered.
- d. The Director/Principal of the respective **Institute** is required to carry out **"Online Update"** of the **confirmation/cancellation** of the candidate's admission on website through their Institute login, at the time when the candidate is being **admitted/ cancelled** at the Institute.
- e. The system shall automatically generate letter of **confirmation/cancellation** of the admission as an acknowledgement.
- f. The institute is required to take a printout of the acknowledgement and then the status of candidate will change to 'Reported Candidate'.
- g. If a candidate fails to substantiate the claims made at the time of submitting the application form by submitting the necessary original documents and fails to pay the prescribed fees in full within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat immediately.

- h. It is the responsibility of the Director/Principal of concerned institute to update the status of the reporting of the candidate. If the institute fails to update the status of reporting in scheduled time, then such unreported seat(s) will be filled in subsequent CAP rounds and the institute will have to adjust these unreported candidate(s) against the institute level seats.
- i. If the institute fails to update the status of Cancellation of the candidate on the date of cancellation through "Online Update", then strict action shall be taken against such institutes. It is mandatory to cancel the admission through online system only and issue the printout of the "Online Receipt of the Cancellation" to the candidate with due seal and signature of the authority of the institute.
- j. The CAP allotment list will be available to the institute through their Institute Login. The list can be collected from Regional Offices also. **The Institute should update the information of the reported candidates, allotted under CAP "Online update" when a candidate is reporting to the Institute.**
- k. **Rounds of admission for Institute Level Seats and for the seats remaining vacant after CAP should be carried out separately and it should be clearly displayed on the Notice board of the institute**
- l. The Director/Principal of the institute has to also update the list of all admitted candidates on the DTE website through their institute login clearly indicating the stage of their admission like CAP, against CAP vacancy, OMS, Institute level/ Minority seats, J&K seats, PIO, Foreign National, Foreign Student, NRI seat etc. **within 10 days from the cut off date of the admission. However institute should note that they shall be able to upload candidate's admission of not more than 10% of SI per choice code after declared cut off date of admission. Uploading Link will be closed on the last day of cut off date of uploading.**
- m. If the institute fails to update the reporting of the candidate through "Online Update within specified time period ", the action shall be taken against the institute as per Government Resolution No. TEM-2008/(52/08)/TE-1 Dt. 29/03/2008 issued by Higher & Technical Education Department and modifications there in from time to time.
- n. The Director/Principal of the institute is required to update the list of all admitted candidates of CAP and Against CAP Vacancy Seats immediately as per the schedule of admission on the DTE website through their institute login.
- o. Three copies of list are to be printed and to be submitted to the concerned Regional Office of Technical Education, duly signed by the Director/Principal / Head of the Institute within 15 days from the cut off date.
- p. The regional office of the Joint Director of Technical Education shall verify the supporting documents and give final approval to the list of admitted candidate.

Important Note:

All the institutes are required to complete their admission process on or before the cut-off date as specified in the schedule. Any admission carried out after cut-off date will not be approved by DTE/RO.

14.0 Miscellaneous:

- The medium of instruction for Diploma courses in Engineering / Technology / Pharmacy /Hotel management and Catering Technology etc in all the institutes is English.

- **Physical fitness:** Head of the institution at his or her discretion may refer any candidate to the appropriate medical authority for ascertaining the physical fitness of the candidate to undergo the requirements of the course. The report of medical authority shall be submitted to the competent authority for further necessary action. It is to be noted that Persons with Disability candidates are not provided with any additional facilities as far as the academic activities pertaining to the course is concerned.
- **Excess admissions:** No excess admission above the approved sanctioned intake of the institution is permitted in any case.

15.0 Hostel Accommodation:

Accommodation in Hostel cannot be guaranteed to all the candidates admitted. Hostel fees payable etc. should be ascertained by the students from the Principal of the Polytechnic to which they intend to take admission. Candidates (both boys and girls) are advised to verify personally whether the hostel accommodation is available or not, by contacting Principals of Polytechnics where they are intending to seek admission. The Principal of the Polytechnics shall consider sympathetically on priority the applications of Persons with Disability candidates, sons and daughters of Jammu and Kashmir migrants and GoI nominees for Hostel accommodation.

16.0 Conduct and discipline:

- Notwithstanding anything contained in these Rules, if the Government. takes any policy decision pertaining to Diploma admissions, then the same shall be brought in to effect at that point of time as per the directives from the Government. from time to time.
- The students while studying in any college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice by the Principal of the college.

17.0 **Action against ragging: Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May 1999 has the following provisions for Action against Ragging.**

- a) Ragging within or outside of any educational institution is prohibited,
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty which may extend to ten thousand rupees.
- c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received, he /she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final. If the head of the educational institution fails or neglects to act in the manner specified in section "d" above

when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section "b" above.

As per the Appendix 12 of the AICTE Approval process hand book "Prevention and Prohibition of Ragging" is given below:

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, Ragging constitutes one or more of any of the following acts:

➤ **What Constitutes Ragging**

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

➤ **Actions to be taken against students for indulging and abetting ragging in technical institutions**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following,
 - a) Cancellation of admission
 - b) Suspension from attending classes
 - c) Withholding/withdrawing scholarship/fellowship and other benefits
 - d) Debarring from appearing in any test/examination or other evaluation process
 - e) Withholding results
 - f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - g) Suspension/expulsion from the hostel
 - h) Rustication from the institution for period ranging from 1 to 4 semesters
 - i) Expulsion from the institution and consequent debarring from admission to any other institution.
 - j) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.

18.0 Undertaking:

All candidates who have applied for admission shall be deemed to have submitted the following undertaking:

I have read all the Rules of Admission and after understanding these rules thoroughly, I have filled in the application form for admission for the current year.

The information given by me in my application is true to the best of my knowledge and belief. I understand that if any of the statements made by me in the application form or any information supplied by me in connection with my admission is later on at any time, found to be false or incorrect, my admission will be cancelled, fees forfeited and I may be expelled from the college by the Principal.

- a) I have not been debarred from appearing at any examination held by any Government constituted or statutory examination authority in India.
- b) I fully understand that the offer of a course will be made to me depending on my inter se merit and availability of a seat at the time of scrutiny of my application, when I will actually report to the admission authority according to the schedule of admission.
- c) I understand that no document after the last date of submission will be entertained for the purpose of claims or concessions etc. in connection with my admission unless otherwise mentioned in the rules.

- d) I am fully aware that the Competent Authority or its representative will not make any correspondence with me regarding admission. I am also aware that it is entirely my responsibility to see the notices on the notice boards / website etc.
- e) I am aware that any rule imposed by the Examination Authority of MSBTE / Autonomous Institutes such as 'imposing limits on the number of attempts permissible to pass any examination' shall be binding on me.
- f) I hereby agree to conform to any Rules, Acts and Laws enforced by Government and I hereby undertake that, I will do nothing either inside or outside the institution which may result in disciplinary action against me under these rules, acts and laws referred to.
- g) I fully understand that the Principal of the college where I would be admitted, has a right to expel me from the institution for any infringement of the rules of conduct and discipline prescribed by the institution or MSBTE / Governing body of Autonomous Institutes or Government and the undertaking given above.
- h) I am fully aware of the Condition of minimum attendance that, I will not be allowed to appear for the examination if I do not attend minimum 75% theory classes, and 100% practical, drawing etc. I am also aware that I will not be allowed to appear for the examination, if I fail to submit satisfactorily all the assignments, jobs, journals, drawings, reports as specified by the MSBTE / Governing body of Autonomous Institutes within stipulated time limit.

19.0 Transfer of Student:

- a) A candidate once admitted in the First year or semester of a course shall not be transferred during the same year or semester to any other institution.
- b) If a candidate gets an admission according to his / her merit for any course in any other institution any where within the area or outside the area of admissions his admission in the concerned institution shall be treated as having cancelled. His certificates and fees as admissible may be returned or transferred but it shall not be considered that the candidate has been transferred.
- c) A candidate admitted in any Government or Government. Aided non autonomous polytechnic and passing the first year in a yearly pattern or both the semesters of first year of that any higher year as the case may be, in full or with only one ATKT may be transferred to another Government or Aided Institution in next year or semester, if eligible, provided a vacancy exists and he / she stands in merit in comparison to other candidates aspiring for such change. In this case the Head of the Institution shall be authorized to admit such candidate by following the approved procedure.
- d) The Rule 19.0 shall not be applicable to the candidates in Unaided Institutions for transfer to Government or Aided Institutions.
- e) The Rule 19.0 shall be applicable for transfer of candidates from and among the Unaided Institutions, provided both the institutions agree, in writing, for the respective transfer, and the examination authority agrees thereof. Such transfers shall be permitted, subject to approval of Joint Director of Technical Education, Regional Head of the Directorate.

20.0 Transfers due to closure of Course/Institute

If the AICTE/PCI has given permission for the closure of the Course/Institute for the current academic year **AND** the students on roll for Second & Third year [including candidates admitted in supernumerary quota] are less than 20 students for the respective Second or Third year then competent authority shall transfer the candidate admitted in the previous academic years [including

candidates admitted in supernumerary quota] studying in that corresponding year (Second/Third) in any unaided Institutes to any other Unaided institutes within the same district/region area where vacancies within sanctioned intake exist on the request of the Institute.

Annexure I

Procedure for Centralized Admission Process (CAP) for the academic year 2015-16

The procedure for CAP consists of following **major** stages:

1. **Sale of Information Brochure** along with Application Kit at designated ARCs
2. **Filling up** of Online Application form on website www.dtemaharashtra.gov.in/posthscDIPLOMA2015, for each of the CAP rounds I/II by eligible candidates.
3. **Confirmation** of Online Option Form for each of the CAP rounds I/II by the eligible candidate ***through his/her Login only.***
4. **Display of provisional Merit List** on website www.dtemaharashtra.gov.in/posthscDIPLOMA2015, indicating State Merit No, State Category Merit No, etc.
5. **Display of Provisional Allotment** indicating allotment after each of the CAP rounds I/II on the website and at the **ARC**
6. **Reporting to the institute** as per allotment of the CAP rounds I/II and confirmation of admission by the candidate
7. **Conduction of CAP round-III** i.e. admission round by counseling.

NOTE:

- I. Admissions of Surface Coating Technology will be done by the counseling after generation of Final Merit List. Only one round of counseling will be conducted for these admissions at the respective institute.
- II. OMS candidate can apply separately for the seats coming under the purview of the Institute Authorities (Institute Level seats) to be filled by the respective unaided institute at the institute level.

The **Centralized Allotment Process** (CAP) has following stages:

Stage I – Availability of the Information brochure:

- i. All aspiring Candidates are required to procure/purchase the Information Brochure along with Application Kit from the designated ARCs (**Annexure-2**).
- ii. The Application Kit consists of Application ID and Password as well as important instructions/guidelines and various stages for CAP Admission. The candidate can submit on line application form with the help of the Application ID and password.
- iii. Rules & Institute Information brochure for Academic Year 2015-16 will be available for **Rs.400/-** for General Category candidates and **Rs.300/-** for Reserved Category & Physical Handicap candidates (belonging to Maharashtra State only) at all the ARCs mentioned in **Annexure 2**.
- iv. All the information printed in the brochure will also be available on the website www.dtemaharashtra.gov.in/posthscDIPLOMA2015 for browsing, downloading and printing.

General Instructions for filling online Application form for CAP Round(s)

- i. The candidate has to login to the website [www. dtemaharashtra.gov.in /posthscDIPLOMA2015](http://www.dtemaharashtra.gov.in/posthscDIPLOMA2015) through his/her Application ID and Password provided in the Application Kit.
- ii. Candidate has to fill online application for CAP Admission and take the printout of the online submitted application form.
- iii. Candidates are required to attach the attested copies of required documents mentioned in the application form.
- iv. The Candidate should go to the any ARC **in person** for verification & confirmation of Online Application along with the Original and attested copies of required documents.
- v. The ARC officer shall verify and scrutinize the online filled application and documents attached and confirm the Application form of the candidate and shall issue the acknowledgement cum receipt of confirmation of Application Form.
- vi. Candidate is required to pay processing fees of CAP Rounds, **Rs.100/- in cash** at the ARC and obtain a receipt for the same.
- vii. Once the application is confirmed at ARC, no change in the application form is allowed.
- viii. The **J & K Migrant candidates required to fill the Online Application (Except Pharmacy courses Ref: 14-48/88-PCI-19689-20343 dated 13.03.2003)** Form by procuring Information brochure along with Application Kit from any ARC, and submit online printed application along with required documents as per the notified schedule by post/by hand to the institute mentioned in **Annexure-5** as their admission shall be done by counseling.

General Instructions for filling online option form for CAP Round(s)

- i. The candidate whose names are appeared in the Merit List has to login to the website [www. dtemaharashtra.gov.in /posthscDIPLOMA2015](http://www.dtemaharashtra.gov.in/posthscDIPLOMA2015) through his/her Application ID and Password.
- ii. The candidate eligible for CAP Round I/II should fill the Online Option Form.
- iii. Information Brochure along with Institute details shall be made available at ARC to the candidates free of cost who have confirmed their applications during submission of Online application form phase. For this candidate has to produce acknowledgement cum receipt of confirmation of application form.
- iv. The Candidate should select the choice codes in order of preference i.e. first, second etc.
- v. For example, for CAP Round-I a candidate can fill minimum 1 and maximum 100 options and so on.
- vi. The Candidate must confirm his/her filled in option form for CAP Round I,II through his/her login ID. For this it is not mandatory for candidates to approach to ARC for filling and confirmation of Option forms. They can do so from either home or from place convenient to them. However if candidate wishes to approach ARC, then he/she has to pay Rs.50/- as facilitation charges to ARC.

- vii. The candidate has to generate the acknowledgement cum receipt of confirmation of Option form for CAP Round(s) through his /her Login ID.
- viii. Once the options are confirmed by himself/herself through his/her login ID , no change in the options / preferences is allowed thereafter under any circumstances.
- ix. Candidate who have not confirmed /failed to confirm his/her option for CAP I,II and III will not be eligible to allotted during those round of allotment
- x. The status of Allotment will be available on the website only and no separate allotment letter will be issued to the candidate.
- xi. The J & K Migrant candidates not required to fill the Online Option Form, as their admission shall be done by counseling.

Stage- II: Display of Merit list for Maharashtra Candidates

Provisional Merit List of eligible Maharashtra candidates will be displayed on [dtemaharashtra.gov.in /posthsc DIPLOMA2015](http://dtemaharashtra.gov.in/posthscDIPLOMA2015) and at the ARCs as per the schedule.

- i. For discrepancy in the provisional merit list, if any, get the corrections by lodging the grievance at ARCs, where the candidate has confirmed the application within the period specified in the schedule. No additional document to substantiate the claim made in application shall be accepted.
- ii. Final merit lists will be displayed on the [www. dtemaharashtra.gov.in /posthscDIPLOMA2015](http://www.dtemaharashtra.gov.in/posthscDIPLOMA2015) and at ARCs as per the Schedule.
- iii. Merit list of eligible J & K Migrant candidates will be displayed on [www. dtemaharashtra.gov.in/posthscDIPLOMA2015](http://www.dtemaharashtra.gov.in/posthscDIPLOMA2015) after scrutiny of all documents as per schedule.

Note:-The merit list gives relative position of the candidate and it does not guarantee admission to any course.

Stage-V: Display of Provisional Allotment for Round(s), Rules of Reporting to the "Respective Institutes" and confirmation of the admission of Cap Round(s).

These will be a direct allotment rounds. At the start of this round, total seats available for allotment will be the CAP seats for the Diploma courses. The allotment in this round will be done on the basis of options confirmed by the candidate, *inter se merit* of the eligible candidate and available seats at that point of time during the allotment stage/process.

- i. The allotment of eligible candidates for respective rounds will be displayed on the website.
- ii. The candidate should to take a printout of the displayed allotment.
- iii. No separate allotment letter will be issued to the candidate.
- iv. The candidate will report to the allotted institute and confirm the admission at the respective Institute along with the necessary original documents as specified in Annexure-II and pay full fees.
- v. The respective Institute will carry out "**Online Update**" of the confirmation of the candidate's admission on website through their Institute login, at the time when the candidate is being admitted at the Institute.

- vi. The system shall automatically generate letter of confirmation of the admission as an acknowledgement.
- vii. The institute is required to take a printout of the acknowledgement and then the status of candidate will change to 'Reported Candidate'.
- viii. If the candidate (to whom it is Mandatory to report after allotment) fails to report to and confirm the admission at the Institute, on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat
- ix. Such seats will be treated as vacant seat for subsequent rounds of CAP.
- x. The candidates will be able to know the status of reporting, his/her eligibility for next round through login.

❖ **Rules of Reporting of CAP Round-I:**

1. All candidates who have secured **First choice allotment** will not be eligible for subsequent CAP rounds irrespective of whether the candidate confirms the admission or not. Hence such candidates are advised **to confirm the admission** at the respective Institute as per the secured allotment in the CAP Round-I since names of such candidates will be automatically deleted from the subsequent lists of eligible candidates for subsequent CAP rounds.
2. Candidates (other than those covered in above stated rule no. 1)
 - who have secured an allotment which is not first option

And

 - who are satisfied with the allotment of CAP Round-I

And

 - who are no more interested in participating in subsequent CAP rounds

may confirm the admission by reporting at the respective institute. If such candidate confirms the admission, then they will not be eligible to participate in subsequent CAP rounds. Names of such candidates will be automatically deleted from the subsequent list of eligible candidates for subsequent CAP rounds.
3. All such seats, on which the candidates have confirmed the admission on or before the last date of reporting of CAP Round-I, shall not be available for allotment in subsequent CAP rounds.

❖ **Rules of Reporting for CAP Round-II:**

1. All candidates who have secured **Any one of the first Seven options** will not be eligible for subsequent CAP rounds irrespective of whether the candidate confirms the admission or not. Hence such candidates are advised **to confirm the admission** at the respective Institute as per the secured allotment in the CAP Round-II since names of such candidates will be automatically deleted from the subsequent lists of eligible candidates for subsequent CAP rounds.
2. Candidates (other than those covered in above stated rule no. 1)
 - who have secured an allotment which is not out of first Seven options

And

 - who are satisfied with the allotment of CAP Round-II

And

- who are no more interested in participating in subsequent CAP rounds

may confirm the admission by reporting at the respective institute. If such candidate confirms the admission, then they will not be eligible to participate in subsequent CAP rounds. Names of such candidates will be automatically deleted from the subsequent list of eligible candidates for subsequent CAP rounds.

3. All such seats, on which the candidates have confirmed the admission on or before the last date of reporting of CAP Round-II, shall not be available for allotment in subsequent CAP rounds.

Stage-VI: CAP Round III- Counseling round of Admission

Eligible Candidates for CAP Round-III:

The candidates whose names have appeared in the Maharashtra State Merit List of CAP round-III published by the Directorate of Technical Education.

Available Seats

- i. All Maharashtra State seats under purview of Competent Authority except the seats for which the candidates have reported in Round-I, Round II & Round III.
- ii. All vacant seats shall be available without any seat tag such as Backward, PH, HD, OHD etc. will be considered as State Level General seats.

Rules of Reporting for CAP Round-III:

- i. Eligible candidates must report in-person at the venue of "**Center of Counseling Round**" in order to secure admission in this round of admission strictly as per the notified schedule. Candidate who reports late will not be allowed to participate in this round. Name of **Center of Counseling Round** for CAP Round III (counseling) will be notified in newspaper & DTE website.
- ii. Candidate is required to pay processing fees of CAP Round-III, **Rs.100/- in cash** at the **Center of Counseling Round** and obtain a receipt for the same.
- iii. The candidate will report as per schedule at the **Center of Counseling Round** along with the necessary original documents. Candidates excluding SC/ST category shall carry part payment of **non-refundable** fees of Rs. 3000/- in cash.
- iv. Eligible Candidates who report to the **Center of Counseling Round** will be offered admission to available seat as per the inter se merit of candidates.
- v. All Candidates who secure admission in this round must confirm the admission on the spot by paying non-refundable fees of Rs. 3000/- (Excluding SC/ST) and producing necessary documents in original for verification.
- vi. The **Center of Counseling Round** will update the confirmation of the candidate's admission on DTE website through the login immediately.

Candidate will have to report later on to the respective Institute for paying balance fees (i.e. Total fees less Rs. 3,000/- paid by the candidate at Respective Institute) as per notified schedule. If the candidate fails to report to the Institute and pay the balance fees on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat as well on the Rs. 3000/- paid by the candidate at the **Center of Counseling Round**.

Annexure II

List of the Application form receipt centers selected for On-Line receipt of CAP admission form / option form for the admission to the Post HSC Diploma Courses in Engineering/Technology for the year 2015-2016 in Maharashtra State.

Sr. No.	DTE Code	Institute Name	Institute Address
Amravati Region			
Aurangabad Region			
Mumbai Region			
Nagpur region			
Nashik Region			
Pune Region			

Annexure –3

Guidelines for the Admission Process to be carried out by Unaided Polytechnics

Candidates willing to take admission in Un-aided polytechnics will have to apply separately to each unaided polytechnic (In case of those institutes not participating in CAP) in prescribed application form issued by the respective Polytechnic.

Application forms shall be made available in respective unaided polytechnics for the period of minimum 10 days after the declaration of HSC result of Maharashtra State Board of Secondary and Higher Secondary Certificate Examination. Candidates can submit duly filled Application to respective Unaided Polytechnics and refer Annexure 3 for admission process.

Admissions to CAP allottees for the institute

Admission authority in the institute shall follow the procedure mentioned under **Rule 12.0** for Reporting of candidates.

Eligibility criteria of candidates for admission process to be carried out at institute level for the vacant seats after CAP Rounds:

Seats available:

Vacancy within sanctioned intake due to the Non Reporting of candidates, Non Allotment and Cancellations (if any). In Unaided Non Minority Colleges, the vacancies in backward class category seats within sanctioned intake shall be filled after removing the seat tag i.e. by treating these seats as General seats. The seats thus shall be filled after preparing a common merit list of all the candidates who have applied for the Vacancy round at the respective Unaided Non Minority institutes/Colleges.

The seats shall be filled in the following order of preference:

a. Maharashtra State candidates :

(Refer Rule 2.0 for eligibility)

b. Outside Maharashtra State candidates

(Refer Rule 2.0 for eligibility)

Guidelines for the admission:

- All admissions shall be done in fully fair and transparent Manner & shall be Merit based.
- Separate merit lists for Maharashtra state candidates shall be prepared and displayed for the admission purpose
- Separate merit lists for OMS Candidates shall be prepared and displayed for the admission purpose.
- The Principals of the respective Un aided polytechnics shall invite applications for the seats available by giving publicity at least in two leading newspapers in state. Institutes are required to mention the name of newspaper in which sanctioned seats will be notified in their prospectus / brochure. Detailed schedule of the admission process shall be displayed and uploaded on institute website.

- Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Principal of the respective colleges for admissions.
- Information brochure/prospectus of the Institute which includes these rules formulated by DTE should be published well before the commencement of the process of admission for seats to be filled at the Institute Level. All the information in the brochures should also be displayed on the Institute's website.

Guidelines for the admission process for Institute level seats:

All admissions shall be done in fully fair and transparent Manner & shall be Merit based. The Principals of the respective Un aided Polytechnics shall invite applications for the seats available by giving publicity at least in two newspapers. Institutes are required to mention the name of newspaper in which available seats will be notified in their prospectus/brochure. Detailed schedule of the admission process is also to be displayed.

Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Principal of the respective Polytechnics/Institutes for admissions. These admissions will be made in a transparent manner and strictly as per the merit of the candidates who have applied to the institute.

Information brochure/prospectus of the Institute which specifies rules of admission should be published well before the commencement of the process of admission for seats to be filled at the Institute Level. All the information in the brochures should also be displayed on the Institute's website.

General Notes:

1. The allotment list of CAP rounds will be available to the institute through their Institute Login. The Institute should update the information of the reported candidates, allotted under CAP on the same day on which the candidate is reporting to the institute.
2. The Principal of the institute has to update the branch wise list of admitted candidates on DTE website through their institute login clearly indicating the stage of their admission like CAP, Maharashtra Candidate against vacancy, OMS candidate against vacancy, Institute Level seats, J&K Migrant seats etc. within 10 days from the cut off date of admission.
3. Three copies of such lists are to be printed and to be submitted to the concerned Regional Office of Technical Education, duly signed by the Principal / Head of the Institute
4. Admission authority should maintain record of Application sold, received, merit list, attendance of student reporting for admission, admitted list schedule wise.

Important: All the Diploma Institutes are required to complete their admission process and online uploading of admitted candidates on or before the cut off date as specified in the schedule.

ANNEXURE-4

Attested copies of the documents to be attached with application form

Sr. No	Type of Candidate	Attested True copies of the documents to be attached along with the application form
1.	All Candidates	1. H.S.C. (Std. XII) mark sheet. & SSC (X) mark sheet. 2. School leaving certificate after passing H.S.C. (Std. XII). 3. HSC/MCVC mark sheet, if applicable. 4. Certificate of passing Intermediate grade drawing examination, if applicable. 5. Indian nationality certificate*
2.	Type-B Candidates	Domicile certificate** of candidate or of father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra (In addition to the documents mentioned in Sr. No. 1)
3.	Type-C Candidates	Certificate from the employer in the proforma – A stating that father/mother of the candidate who is a Central Government / Government. of India undertaking employee is presently posted in Maharashtra.(In addition to the documents mentioned in Sr. No. 1)
4.	Type – D Candidates	Certificate from the employer in the proforma – B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee. (In addition to the documents mentioned in Sr. No. 1)
5.	Backward class candidates belonging to S.C. / S.T categories.	Caste certificate issued by Executive Magistrate / Sub Divisional Officer (In addition to the documents mentioned in Sr. No. 1)
6	Backward class candidates belonging to V.J. / D.T / N.T. B / SBC categories.	1. Caste certificate issued by Executive Magistrate / Sub Divisional Officer 2. Non creamy layer certificate issued by the competent authority valid up to 31st March 2016 (In addition to the documents mentioned in Sr. No. 1)
7	Backward class candidates belonging to N.T.-C / N.T.-D / O.B.C. categories	1. Caste certificate issued by Executive Magistrate / Sub Divisional Officer. Non creamy layer certificate issued by the competent authority valid up to 31st March 2016 (In addition to the documents mentioned in Sr. No. 1)
8	Defence Service Personnel	Certificate in `Proforma C/D/E' in application form the appropriate authority, certifying that the candidate fulfils the conditions as per Rules 3.3. (In addition to the documents mentioned in Sr.No.1)
9	Persons with Disability Candidates	Certificate in `Proforma F/F1' in application form the Director All India Institute of Physically Handicapped, Mumbai or Civil Surgeon regarding candidate's physical disability, and ability to undergo all parts of syllabus such as theory, practical, workshop etc. for the course.

		(In addition to the documents mentioned in Sr. No. 1)
10.	Jammu & Kashmir Migrant candidates	Necessary Proforma J/K/L in support of J and K migration. (In addition to the documents mentioned in Sr.No.1)
11	Foreign Nationals / Foreign Students/NRI	Foreign Nationals and Foreign Students 1. Eligibility certificate from concerned University / Board Certificate / Proof of Foreign national or Foreign student status
12	Persons of Indian Origin	Persons of Indian Origin 1. Eligibility certificate from concerned University/ Board 2. Certificate / Proof of Persons of Indian origin status 3. Certificate of passing the qualifying examination from an institution outside India. 4. Domicile certificate in respect of his father /mother

***In lieu of the "Certificate of Indian Nationality" following documents will also be acceptable-**

1. The School leaving Certificate indicating the Nationality of the candidate as 'Indian'.
2. Indian Passport in the name of the candidate, issued by appropriate authorities.
3. Birth Certificate of the Candidate indicating the place of birth in India.

If the Candidate fails to produce any one of the above mentioned certificate/documents indicating nationality then such candidates Nationality shall be considered based on the undertaking given in Pro forma-I on Rs. 100 Non-Judicial Stamp Paper.

**** Domicile certificate:**

Domicile certificate issued by the Maharashtra State's appropriate authorities, clearly indicating domicile by birth or by permanent residence will only be considered valid. The domicile certificate of Mother of the candidate should have been issued after her marriage, such certificate issued before her marriage will not be valid. In case of mother's domicile certificate, the candidate shall submit an affidavit on Rs.20/- stamp paper, stating that the person in whose name the domicile certificate is issued is the mother of the candidate.

Cut off date for the eligibility:

The eligibility of the candidate shall be determined and/or decided for all purposes including for applicability of all these Rules and Regulations by considering the last date of submission of Online Application form for CAP as the cut off date. It is made abundantly clear that if a candidate is found ineligible as on the last date of submission of Online Application form for CAP, in terms of these Rules and Regulations, and if such an ineligible candidate acquires the requisite eligibility after the aforesaid cut off date (i.e. the last date of submission of Online Application form), such subsequent acquisition of eligibility will not make an ineligible candidate eligible for any purpose whatsoever, much less for the purpose of admission.

Caste validity Certificate:

The candidates belonging to SC, VJ/DT (NT(A)), NT(B), NT(C), NT(D), OBC and SBC categories should produce "Caste Validity Certificate" issued by Scrutiny Committee of Social Welfare Department and the Candidate belonging to ST category should submit "Tribe Validity Certificate" issued by Scrutiny Committee of Tribal

Department at the time of claiming fees reimbursement as demanded by the concerned authority. If candidate fails to produce the caste validity certificate by concerned department then he/she shall be required to pay the fees applicable to the General Category candidate.

PROFORMA –A

(For Type C candidates)

(For Government. of India / Government. of India undertaking employees / sons and daughters of Government. of India / Government. of India undertaking employees.)

Reference. No.:

Date:

CERTIFICATE

This is to certify that Shri / Smt. is an employee in the capacity of.....in..... (Designation)

(Name of the Organisation / Establishment/Department) This Organisation / Establishment / Department is under Department of Government. of India / Government. of India undertaking.

Shri / Smt. is transferred toin Maharashtra State vide transfer order No..... Dated..... He / She has joined duty in Maharashtra on and is currently working in the same post.

This certificate is issued for the purpose of his/her son/ daughter’s admission to First Year of Post HSC Diploma courses for the year 2015-16.

Date:

Place:

(Signature)

Name & Designation
of the Head of the office

Seal of the Office

Note: This proforma is to be accompanied by attested copy of Transfer order and Joining report

Proforma – B

(For Type D/E candidates)(For sons and daughters of Maharashtra State Government./Government. of India/Maharashtra State Government. or Government. of India undertaking employees.)

Reference. No.:

Date:

CERTIFICATE

This is to certify that Shri / Smt. is an employee in the capacity of.....in.....(Designation) (Name of the Organisation / Establishment / Department)

..... This Organisation / Establishment / Department is underDepartment of Maharashtra State Government. / Government. of India/Maharashtra State Government. or Government. of India undertaking.

Shri / Smt. is transferred to in Maharashtra State vide transfer order No..... Dated.....

He / She has joined duty in Maharashtra on and is currently working in the same post.

This certificate is issued for the purpose of his / her son / daughter’s admission to First Year of Post HSC Diploma courses in Engineering/Technology for the year 2015-16.

शासन निर्णय क्रमांक-मान्यता-२०१५/(३२/१५)/तांशि-५, दि. ४ जून, २०१५ सोबतचे सहपत्र

Date:
Place:

(Signature)
Name & Designation
of the Head of the office

Seal of the Office

Note: This proforma is to be accompanied by attested copy of Transfer order and Joining report

PROFORMA –C

(For Def-1, Def-2, and Def-3 Candidates)
(For sons and daughters of Defence Service Personnel)

CERTIFICATE

This is to certify that Shri. / Smt. _____ (Full name of the Employee with Rank of the employee) is / has been a member of Armed forces of India. He / She has put in _____ years of service in Indian Army / Indian Navy / Indian Air Force from _____ to _____ and is currently working / retired from services on _____ / permanently disabled since _____ killed in action on _____

This certificate is issued for the purpose of his / her son / daughter _____'s admission to First year of Post HSC Diploma course in _____ for the year 2015-16.

Date:

Place:

(Signature)

Name & Designation of the Authority not below
the rank of Commandant of equivalent /
District Sainik Welfare Officer

PROFORMA – D

(For Def-3 Candidates)
(For sons / daughters of Active Defence Service Personnel not domiciled in Maharashtra State)

CERTIFICATE

This is to certify that Shri. / Smt. _____ (Full name of the Employee with Rank of the employee) is a member of Armed forces of India, and is working in Indian Army / Indian Navy/Indian Air Force.

Shri / Smt. _____ is transferred to _____ (Place of Posting) in Maharashtra State vide transfer order No. _____ dated _____ He / She has joined duty in Maharashtra on _____ (date of Joining) and is currently working in the same post.

This certificate is issued for the purpose of his / her son / daughter _____'s admission to First year of Post HSC Diploma course in _____ for the year 2015-16.

Date:

Place:

(Signature)

Name & Designation of the Head of the Office

Seal of the Office

Note: This proforma is to be accompanied by attested copy of:

- 1) Transfer order
- 2) Joining report

PROFORMA – E

(For Def-3 Candidates)
(For sons / daughters of Active Defence Service Personnel not domiciled in Maharashtra State but retained their family accommodation)

CERTIFICATE

This is to certify that Shri. / Smt. _____ (Full name of the Employee with Rank of the employee)
is a member of Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force.

Shri / Smt. _____ is presented posted at _____
(Place of Posting). His / Her previous posting was at in Maharashtra State. He / She has retained family accommodation in _____ in Maharashtra State on account of posting in non family station / for education purpose of son / daughter.

This certificate is issued for the purpose of his / her son / daughter _____
_____’s admission to First year of Post HSC Diploma course in
_____ for the year 2015-16.

Date :

Place :

(Signature)

Name & Designation of the Head of the Office

Seal of the Office

PROFORMA –F

(For P-1, P-2, and P-3 Candidates)
(For Persons with Disability Candidates)
CERTIFICATE

This is to certify that I have examined Mr. / Miss -----

on _____ He / She has _____

_____ (Name of the
Physical Disability) which comes under the sub category Blindness /
Speech & Hearing impaired/Orthopaedic disorder/Learning disabilities,
Dyslexia, Dyscalculia, Dysgraphica, Spastic.

The percentage of handicap _____%

The Candidate is capable of carrying out all activities related to theory and practical works as applicable to Diploma course in _____ without any special concessions and exemptions.

This certificate is issued for the purpose of his / her admission to First year of Post HSC Diploma course in _____ for the academic year 2015-16.

Date:

Place:

Photograph of the
candidate showing
the Physical
Disability

Director,
All India Institute of Physically
Handicap, Mumbai
(Or)

Proforma – F-1

(For P3 {with Learning disabilities} Candidates)

**LEARNING DISABILITY CLINIC
L.T.M.G. HOSPITAL, SION, MUMBAI 400 022.**

CERTIFICATE

Name : Date :

Age :

Date of Birth :

Date of Registration : L.D.No.

Father's Name :

Std : School Name :

Physical & Neurologic Assessment (Date :)

Psychologic Assessment (Date :)

WISC (R) Verbal IQ :
Performance IQ :
Global IQ :

Interpretation:

Educational Assessment (Date:)

WRAT : R
S
A

The candidate is capable of carrying out all activities related to theory and practical work as applicable to, Post HSC Diploma Course in _____ without any special concessions & exemptions.

This certificate is issued for the purpose of his/her admission to First year of Post HSC Diploma Course in _____ the academic year 2015-16.

Diagnosis :

Recommendations : (Signature & Stamp)

PROFORMA – J

(For Sons and daughters of Defence / Paramilitary force / IAS / IPS / IFS / J & K Police Officials posted in Jammu / Kashmir to combat terrorist activities)

CERTIFICATE

This is to certify that Shri / Smt. _____ is an official belonging to Defence / Paramilitary force / IAS / IPS / IFS / J & K Police presently posted and working at _____ which is treated as disturbed area in Jammu / Kashmir.

This certificate is issued for the purpose of his / her son / daughter _____'s admission to First year of Post HSC Diploma course in _____ for the academic year 2015-16.

Date:

Place:

Signature of Head of the Office

Seal of the Office

PROFORMA – K

**(For Jammu / Kashmir Migrant Candidates)
(Migrants staying in refugee camps)**

CERTIFICATE

This is to certify that Mr. / Miss _____ belongs to a family residing in this refugee camp after being displaced after 1990 due to terrorist in Jammu and Kashmir. The detail of refugee status is as under:-

Ration Card Number:

Name of the members on the ration card:

This certificate is issued for the purpose of his / her admission to First year of Post HSC Diploma course in _____ for the academic year 2015-16.

Date:

Place:

Head of the Office
Migrant / Refugee Camp

Seal of the Office

PROFORMA –L

(Authorisation letter from candidate who fails to attend the admission round in person due to unavoidable circumstances beyond control.)

I..... (Name of the candidate)

As I cannot attend the admission round personally, I am authorising Mr. / Mrs.(Name of the authorized person) who is my (Relation of the authorized person to the candidate) to attend the admission round on my behalf. He / She will produce all the original documents needed for the admission and pay the necessary tuition fee on my behalf. The decision taken byduring the admission round in respect of my admission is acceptable and binding on me.

(Name & Signature of the Candidate)

Date:

Place:

Attestation

The signature of(Name of the authorized person) is as under.

Attested by

(Signature of the Candidate)

Proforma N

(Candidate who has secured admission in any other institute shall produce certificate indicating his/ her original Leaving Certificate retained with the previous institute)

This is to certify that Shri. / Ku. _____

(Full name of the Candidate) has admitted and studying in this institute in _____ Branch. His /her original **leaving certificate** is retained by this institute. A copy of leaving certificate is attested by this institute, is enclosed

This certificate is issued for the purpose of his / her admission to First year of Post HSC Diploma course in _____ for the academic year 2015-16.

Date:

Place:

(Signature)

Name & Designation of the Head of the Office

Seal of the Office

PROFORMA-M

Specimen Application form for cancellation of admission

(To be submitted in duplicate)

Date:

To
The Principal,
.....

Date	Category	Quota (30% / 70%)	M/F	Branch

Sir,

Full name of candidate :

Course : Date of admission :

Amount of fee paid: Rs.

Fee Receipt Number and Date :(Attach Xerox copy)

Reasons for cancellation of admission

1) I have secured admission

2) On personal grounds

Undertaking:

I am fully aware that after cancellation, I forfeit my claim on admission. I request you to kindly return my original documents and refund the fees paid as per the rules,

.....
Signature of candidate

For Office use only :

Full address of the candidate :

Telephone No :

Amount Paid Rs.	
Amount Deducted Rs.	
Amount refunded Rs.	
Cheque No. & date	
Bank particulars	

Signature of Accounts Officer

Received the following original, along with the cheque towards refund of tuition fees :

1
2
3

Signature of the candidate